



**Guidance on Influenza-Like Illnesses and Governor's Executive Order D 019 09
Issued September 28, 2009, Updated October 2, 2009 (highlighted in yellow)**

The following guidance is issued in accordance with the Governor's Executive Order D 019 09, suspending the requirement that state employees provide a medical certificate for absences of more than three full consecutive working days. The suspension of this requirement is for influenza-like illnesses only and went into effect September 25, 2009 through December 25, 2009.

For serious injuries or illnesses that qualify for job protection under the Family and Medical Leave Act (FMLA), certification requirements are not suspended during this time. Employees are expected to comply with any notice requirements, including obtaining a completed medical certificate from a health care provider in a timely manner, as required by their department.

Because of the times we are in, the State must take every precaution to protect, mitigate, and control the spread of infectious illness during the influenza season. These measures are being taken to ensure that employees do not overwhelm the health care system to complete documentation for influenza-like illnesses, but rather stay home and take care of themselves or family members.

There are several phases that occur when it comes to emergency management in a declared disaster emergency.

- **Phase I** - monitoring and coordination. This includes distributing information to the workforce on measures to prevent the spread of illness, establishing policies on how to respond, identifying critical positions, and encouraging employees to receive vaccinations.
- **Phase II** - mitigation intended to prevent the spread of illness and ensuring that medical services sought are true medical needs.
- **Phase III** - emergency response.
- **Phase IV** - recovery.

The State is currently under Phase II and the following measures are to be taken.

- Employees should not come to work if symptoms of an illness such as a fever greater than 100 degrees, sore throat, chills, cough, body aches and headache, nausea, and diarrhea, are present.
- Employees are not to return to work until 24 hours after the fever is gone with out the use of fever-reducing medicine.
- Upon returning to work, employees must self-certify the influenza-like illness by completing the *State of Colorado Medical Certificate for Influenza-Like Illness* form <http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1186562189404> within 15 calendar days from the start of leave, barring extenuating circumstances, and present a signed copy to their supervisor.
- If an employee is exhibiting signs of illness, supervisors are to send employees home, in order to limit the spread of infectious illnesses. Supervisors are not to give a medical diagnosis but rather exercise their current authority to send employees home when they appear to be ill when it impacts an employee's ability to perform their work or the health of others.
- Depending on the type of paid leave available, employees are to be placed on leave in the following order: sick leave, annual leave, unpaid leave, or donated leave. Administrative leave is not appropriate as the State already provides leave as an employee benefit for these circumstances.
- Where feasible and as the job permits, supervisors should allow employees to work from home, particularly if they are caring for other family members who may be ill or are simply waiting for the 24-hour period to pass once their fevers are gone.

In order to prevent illness, employees should take preventative measures as recommended by the Department of Public Health & Environment (CDPHE). This information is available at <http://www.cdphe.state.co.us/epr/h1n1.html>. In addition, prevention posters are available at <http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1186562189404>.

This guidance remains in effect until the Executive Order expires or is rescinded and will be updated as warranted.